

Posting Date: November 1, 2024



Closing Date: November 15, 2024

## FLEET AND FACILITIES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2486

PROGRAM MANAGEMENT AND SUPPORT JOB FAMILY

**POSITION AVAILABLE:** Division Assistant Director

**SALARY RANGE (semi-monthly):** The minimum starting salary for a Division Assistant Director is \$3,604.00; however, salary may be commensurate with experience.

Click [HERE](#) to view our employee benefits.

**OFFICIAL DOMICILE:** Jefferson City, Missouri

**POSITION DESCRIPTION:** This position is responsible for overseeing and coordinating construction and maintenance of all Patrol facilities. A seasoned manager is accountable for senior administrative management of day-to-day operations of a department and assigned programs or projects, either directly or through the oversight of subordinate supervision. At this level, employees plan, assign, and review the work of others; adjust work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads; provide leadership and guidance to administrative staff; evaluate employee performance and prepare performance appraisals; and implement department policy. Accountable for having input into setting a budget and responsible for staying within an assigned budget. This position is classified as exempt under the Fair Labor Standards Act.

Click [HERE](#) for a more detailed job description.

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Positions requiring educational qualifications require all interested applicants to upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

**ADDITIONAL INFORMATION:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.



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Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

**FACILITATOR:** Madalyn Veltrop (573) 526-71722 [madalyn.veltrop@mshp.dps.mo.gov](mailto:madalyn.veltrop@mshp.dps.mo.gov)